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1926

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INSTRUCTIONS TO
COMMISSIONERS AND
ENUMERATORS

Approved by Order in Council, 1926



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INSTRUCTIONS TO COMMISSIONERS AND ENUMERATORS

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INSTRUCTIONS TO COMMISSIONERS AND ENUMERATORS

GENERAL PROVISIONS

1. Quinquennial Census. A Census of the provinces of Manitoba, Saskatchewan and Alberta is required to be taken in the year 1926 under the provisions of the Statistics Act, so as to ascertain with the utmost possible accuracy their population and the classing or grouping of it as regards age, sex, social condition, race, and otherwise, as specified in the forms and instructions to be issued and used as the Act provides.

2. Provisions by Order in Council. The Act does not specify the plan of the Census concerning details of information, forms to be used, procedure to be followed, or the exact date with reference to which the Census is to be taken; but it provides that they are to be such as the Governor in Council shall by Proclamation direct.

3. Date for recording population. The date selected for recording the population in the present Census is Tuesday, the first day of June, 1926. The decisive hour of reckoning is 12 o'clock or midnight on the night of 31st May to 1st June, so that every one born before that hour and every one dying after it are to be counted in the population. **Unless otherwise instructed for particular localities, enumerators must begin the canvass of their respective districts on Tuesday, the first day of June, and prosecute it continuously from day to day, except Sundays, until the work is completed.**

4. The *de jure* system. The Census of the people is to be taken by the *de jure* system. The proclamation does not define that term; neither does the Statistics Act, nor any other statute. Its meaning must be determined largely by usage, and therefore the practice of

former censuses in Canada should be followed with reasonable closeness. Briefly, it means that the home or usual place of abode is the place where the majority of persons should be counted. Definite instructions are given on this point further on. See Instruction No. 46.

5. Districts and subdistricts. Census districts and subdistricts are required to conform as nearly as may be with the divisions and subdivisions for the representation of the people in the House of Commons at Ottawa. Where towns, villages, townships, etc., are of small extent, or their population few, two or more may be assigned to one enumerator. **Indian Reserves shall not form part of any enumeration area; their enumeration will be made by officials of the Indian Department.**

6. Officers for the outside service. Two classes of officers will be provided for the outside service. The first class is **The Commissioners.** They will receive instructions from an officer of the Bureau of Statistics at suitable and convenient places to be selected for that purpose in each province, and will have direction of the work in the several Census districts for which they have been appointed. They are required to instruct enumerators in the details of recording the Census as required in the schedules, to examine the enumerators as to their qualifications and fitness, to revise the work when it is done (on which a Special Letter of Instructions will be forwarded), and to transmit all papers to the Bureau of Statistics, with which they will conduct all necessary correspondence. The second class is **The Enumerators**, to whom will be entrusted the actual work of the Census, and upon whose judgment, discretion and intelligence the completeness and accuracy of it will to a very large degree depend. **The Census must be taken and all the returns be made to the office in Ottawa before the end of the month of June, or within a time to be fixed in Special Instructions** to each commissioner; and unless otherwise provided in the instructions, every enumerator shall begin his work on Tuesday, the 1st day of June, and he shall continue it day by day (except Sundays) until the canvass of his area is completed.

7. Each commissioner is empowered to appoint an enumerator or enumerators in the field in the event of a vacancy occurring for any cause during the time of instruction or thereafter; he shall also, in case of a subdistrict being ascertained to be too large to permit of the completion of the work within the time specified in the special instructions, be empowered to make a division of the subdistrict and appoint with the consent of the Minister one or more enumerators thereto.

8. **Public Institutions.** In the enumeration of inmates of **asylums, hospitals, penitentiaries, prisons and educational or other institutions**, each enumerator, unless otherwise instructed, will take the Census for his own enumeration area. See Instructions No. 44, 46 and 49.

9. **Supplies for enumerators.** The Commissioners of Census districts will be supplied from the Bureau of Statistics at Ottawa with schedules, instructions, and all other printed matter necessary for the taking of the Census, to be distributed to enumerators when these are called together to receive directions for their work.

10. **Portfolios for supplies.** A set of papers sufficient for the requirements of each enumerator, according to the extent and population of the territory assigned to him, **will be put in a portfolio** furnished for the purpose of keeping them in a safe and cleanly state throughout the progress of his work. It may frequently happen in localities that some of the schedules are not required at all, or only in a very limited quantity, and it will be the duty of the commissioner in consultation with each enumerator to ascertain **the kinds of schedules and the number of sheets of each that may be wanted.**

11. **Directions for enumerators.** Care will be exercised by commissioners to so direct the enumerators that they will fully and clearly understand every detail of their duties,—(1) **As regards the portion of country or unit of enumeration each one is to canvass;** (2) **as to the entries to be made in the several schedules,** and (3) **as to making returns to the com-**

missioners of all schedules and papers when the canvass of the portion of country assigned to each enumerator is finished.

12. Duties of commissioners. One of the special duties of commissioners is to ascertain and define by written description, for the guidance of each enumerator, the boundaries of the territory allotted to him, so that no part of the Census district may be missed, or be taken by more than one enumerator.

13. Starting point for enumeration. The work of taking the Census should begin at some well established starting point, whether it is in a township or parish, or in a city, town or village, and should be carried on continuously and regularly, whether it be one or more polling subdivisions or a tract of larger extent; and the Census of every township, parish, city, town or village must be finished before passing to the next one. See Instructions No. 15 and 53. In compiling the records into tables every township, parish, city, town and village will be kept apart.

14. Records to be kept separate for township, parish, etc. In a township, parish or other country district, where the houses are scattered, it is advisable to start on a road or highway at the border line of the subdivision and visit in succession every house or place until the other side of the area is reached, when the next road may be taken in the same way, and so on until the whole area assigned to the enumerator is covered, taking care to finish the Census of one farm or lot before proceeding to the next.

15. Rural and village enumeration to be kept separate. If an unincorporated village is included in the enumerator's district he should take the Census of it separately from the rural portion proper, but on the same schedule. A short line drawn across the left hand margin above the number of the first family and another below the number of the last family of the village as entered on the schedule, will be a sufficient mark of separation. But if the village have a distinct name it should be written along the left hand margin of the schedule, between the upper and lower lines, on each page until the enumeration

The Commissioners are to verify the no. of incorporated towns & villages and make the corrections accordingly and notify the

of such village is completed. This separation will facilitate the tabulation of the statistics, and it will have value as a record for historical use in tracing the origin and rise of future towns in the country. (See *Specimen Schedule*.)

16. Enumeration of cities, towns and villages. In cities, towns and incorporated villages, where the land is usually laid out in blocks or squares bounded on four sides by streets, the enumerator should start at one corner of the block and proceed around and through it, entering every house or building in regular order, and collecting all the information called for in the schedules before proceeding to the next block or square, and should so continue until the whole of his subdistrict is finished.

17. Separation of town and country. If the enumerator's subdistrict is partly in an incorporated town or village and partly in the country, he should take the two portions separately as described in No. 15, and distinguish the portions so carefully that no mistake of mixing rural and urban statistics can be made in the tabulation work of the Bureau of Statistics, Ottawa. See Instructions No. 15 and 53.

18. Census of live stock in cities, towns and villages. Where domestic animals are kept in cities, towns and villages, the statistics of them (including products) should be taken as carefully as the statistics of animals on farms.

19. Complete particulars of information to be taken. The head of every family or household (or whoever gives the information) should be asked particulars concerning all the schedules, in order that full and complete particulars may be gathered covering the whole scope of the Census for every part of the country.

20. Census of produce and live stock to be taken separately for any member of a family besides the head who is on his own account an owner or producer. If any member of a family or household besides the head thereof is on his own behalf an owner, occupier or tenant of lands or buildings, or an owner

of live stock, or a producer of crops separate from the head of the family or household, a Census of such articles shall be enumerated under his own name on schedules No. 2 or 3.

21. Oath of office. Every commissioner, enumerator or other person employed in the execution of the Statistics Act **must take and subscribe an oath** binding him to the faithful and exact discharge of his duties under the provisions of the Act, and in all respects as required by the **forms and instructions** issued by the Minister of Trade and Commerce; and **every such person who, after having taken the prescribed oath shall desert from his duty or who makes wilful default in any matter required of him by the Act or the Instructions, or who wilfully makes a false declaration touching any such matter, is guilty of a misdemeanour and is liable to a fine of \$300 or six months imprisonment or both.** (See Sec. 36, Statistics Act.)

22. Secrecy of Census information provided for. Every officer or other person employed in any capacity on Census work is **required to keep inviolate the secrecy of the information gathered by the enumerators and entered on the schedules or forms.** An enumerator is not permitted to show his schedules to any other person, nor to make or keep a copy of them, nor to answer any questions respecting their contents, directly or indirectly; and the same obligation of secrecy is imposed upon commissioners and other officers or employees of the outside service, as well as upon every officer, clerk or other employee of the Bureau of Statistics at Ottawa. No officer or employee of the Census is permitted to make a search among the records for information relating to an individual return. **The facts and statistics of the Census may not be used except for statistical compilations, and positive assurance should be given on this point if a fear is entertained by any person that they may be used for taxation or any other object.**

The enumerator must not combine with his work as Census enumerator any other occupation, but must devote his whole time to the work of enumeration, in order that the Census of the area assigned to him may

be expeditiously and thoroughly covered. HE MUST NOT COLLECT, OBTAIN, NOR SEEK TO OBTAIN ANY INFORMATION NOT REQUIRED TO ANSWER QUESTIONS CONTAINED ON THE CENSUS SCHEDULES.

23. Who may give out information of the Census. No result of the enumeration may be given to the public in advance of the printed bulletins or reports except by the Dominion Statistician acting under the authority and direction of the Minister of Trade and Commerce.

24. No employee can farm out his work. A commissioner, enumerator or other employee of the Census is not permitted to engage a substitute or farm out or delegate his work or authority to another. The position to which he is appointed must be filled by himself, and his duties must be performed by himself. (See Sec. 36, Statistics Act.)

25. Civility and diligence required of an enumerator. It is the duty of an enumerator on entering a house to act with civility, to state his business in a few words, to ask the necessary questions, to make the proper entries, and to leave the premises as soon as his business has been transacted. His conduct must be tactful, and it is only when persons refuse to answer questions or to give the required information that legal proceedings may be taken against them.

26. Day's work and daily earnings. The day's work of commissioners, enumerators and other employees is not limited by hours of service unless otherwise specified, as payment is made upon a scale of rates and allowances. They are required to use all practicable expedition to complete the service in the shortest time consistent with accuracy and fullness; their daily earnings will depend on the work completed each day.

27. The Statistics Act. The Statistics Act published with these Instructions (pp. 40 to 45, Appendix) should be referred to on other duties of Census officers, especially as provided in sections, 38, 39, and 40 of the Act; and also for the authority under which they may proceed to collect every particular of information called for in the schedules.

INSTRUCTIONS RELATING TO ALL SCHEDULES

28. Preparation of schedules for enumerators.

The Commissioner will fill in the blanks in the heading of at least one of each schedule with the name of the province, the name of the electoral district, the number of the polling subdivision or other unit of enumeration, and the name of the city, town, village, township or parish in which the polling subdivision or unit of enumeration is situated, according as the blanks in each schedule heading require; and he will furnish each enumerator **with a written or printed copy of the boundaries of the area assigned to him**, whether a polling subdivision or an area of greater or less extent. See Instruction No. 55.

29. Boundaries of enumerator's territory.

The enumerator will study with great care the written description of the boundaries of the territory assigned to him as provided in Instructions 12 and 28, so that he may have a thorough knowledge of it. He should make himself acquainted not only with the precise boundaries of his territory, but with every portion of it which may be rural or urban, so that farm lands may be distinctly separated from towns, villages and hamlets, or parts of such centres of population. **He should be careful to set at rest any doubt that may arise as to boundaries between his own and adjoining enumeration territories, in order to assure himself that no single house or portion of land is omitted from the enumeration, and that none is included which belongs to the territory of another enumerator.**

30. Pagination of sheets.

The number of each page will be entered consecutively on the sheets in the blanks left for it in the headings, and in the exact order in which they are filled as the work of enumeration progresses. The page-number on the left and right hand sides of each page will be the same. When a page is filled the enumerator will sign his name in the blank left for it in the heading. **He should also enter after the word "Enumerator" the day or days on which the page was filled, thus: June 2, or June 3-5, or as the case may be. See Instruction No. 56.**

Explain how some enumerators make a book with schedule (one)

31. Clear and legible records. The enumerator is required to make all entries on the schedules in ink of good quality, and **every name, word, figure or mark should be clear and legible.** If a schedule cannot be read, or if the entries are made with a poor quality of ink, or in pencil, or if they are blurred or blotted, the work of the enumerator may be wholly wasted. The Census is intended to be a permanent record, and its schedules will be stored in the Archives of the Dominion. See Instruction No. 52.

32. Specimen schedules. Illustrative examples of the method of making returns on the general Population schedule Form 1 and Agriculture schedule Form 2 are supplied for the guidance of the enumerators.

33. Abbreviations. The names of the provinces and territories will be denoted as follows:—

Alta. for Alberta.
 B.C. for British Columbia.
 Man. for Manitoba.
 N.B. for New Brunswick.
 N.S. for Nova Scotia.
 N.W.T. for Northwest Territories.
 Ont. for Ontario.
 P.E.I. for Prince Edward Island.
 Que. for Quebec.
 Sask. for Saskatchewan.
 Yuk. for Yukon.

Other contractions will be explained in the Instructions for the several schedules wherever the use of them appears to be required.

RATES AND ALLOWANCES FOR EMPLOYEES

34. Commissioners. The commissioner of each Census district will be entitled to payment **at a rate of one cent per name for each person enumerated on the population schedule; three cents for every record on Form Number 2 of farms of one acre and over; one cent for every record made on Form No. 3; for correspondence with departmental and staff officers, personal studies, instruction of enumerators, examination and correction of enumerators' reports and accounts, and making up returns for transmission to the Minister of Trade and Commerce according to the Book of**

Instructions, and for all other duties and to cover expenses of travel and charges of office he will be entitled to the special allowances mentioned at the time of his appointment.

35. Expedition required of enumerators. The day's work of a Census enumerator is not limited by hours of service, as payment is made upon a scale of rates and allowances. He is required to use all practical expedition to complete the service in the shortest time consistent with accuracy and fullness.

36. Enumerators' allowances. Enumerators will be entitled to the following allowances:—

(1) POPULATION.—For every living person recorded on the population schedule (Form 1), and for every "closed house" and "absentee family" card forwarded to the Dominion Bureau of Statistics, Ottawa, each enumerator will be paid an allowance of five cents.

(2) AGRICULTURE.—For every farm of one acre and over recorded on the agricultural schedule (No. 2) each enumerator will be entitled to an allowance of 30 cents provided the farm produced agricultural products with a value of not less than \$50 in 1925, or is under crop of any kind or employed for pasture in 1926.

(3) LIVE STOCK, ETC., NOT ON FARMS.—For every record of live stock not on farms entered on schedule No. 3 each enumerator will be entitled to an allowance of 10 cents.

(4) ALLOWANCE FOR EXPENSES.—In localities outside of cities, towns and incorporated villages, in lieu of motor or horse hire and all other expenses, and in addition to the rates provided in paragraphs 1 and 2, enumerators will be paid \$6 per 100 names of persons enumerated in Schedule No. 1, provided, however, that the minimum allowance under this Section for any township, in which a bona fide resident population is found, shall be \$7.50. But these allowances will not apply to subdivisions or regions provided for in the subsection following.

(5) SPECIAL CASES.—In Census subdistricts or regions of sparse population, remote from settlement and deficient in means of communication, the rates and

See page 125, section 27, 28

allowances to enumerators shall be such as the Dominion Statistician, with the approval of the Minister, may direct; and the same rule shall also apply in subdistricts or regions where the service of an interpreter, a guide or other assistant to an enumerator may be required. But in no case shall an interpreter, or guide, or other assistant to an enumerator be employed except with the written authority of the Dominion Statistician.

37. Allowances to enumerators while receiving instructions.—Census enumerators called to receive instructions from commissioners before commencing enumeration work will be entitled, when on such duty, to actual expenses of travel by railway and to cost of living at hotels or other places from time of leaving home to return thereto, as shown by vouchers, and to an allowance of \$3 per day for time spent in receiving instructions as certified by the commissioner. When the enumerator has to use other means of transportation in lieu of or in addition to railway for this purpose, he will be entitled to an allowance of ten cents per mile each way if approved by commissioner. In no case will charges for horse or automobile be allowed when it is at all practicable for an enumerator to use a railway or other public means of transportation. The commissioner is required by his oath of office to satisfy himself that all charges for transportation and living expenses of enumerators are fair and just and have been incurred on census duty.

INSTRUCTIONS FOR POPULATION SCHEDULE

38. Object of this schedule. Schedule No. 1 is framed with the object of enumerating the population by name. Every person whose habitual home or place of abode is in an enumerator's district on the first day of June, 1926, is to be entered by name on the schedule, with the details of information asked for on the schedule carefully filled in according to instructions. See Instruction No. 5.

39. Blank spaces of heading to be filled. All the blank spaces at the head of each page must be filled in before entering any names thereon, with the name of the Province, District number, Enumeration Subdis-

trict number, and the name and class to which the division belongs. (See *Specimen Schedule*.)

40. Who are to be enumerated? This is the most important question for enumerators to determine; therefore the rules and regulations should be carefully studied.

41. Habitual home or place of abode. The Statistics Act provides that the population shall be enumerated under the *de jure* system. The literal meaning of the term *de jure* is "by right of law," "legally," or "rightfully," but the term has no legal meaning. For the purpose of a Census the home of any person shall mean the **habitual place of abode** of that person,—that is to say where the person usually sleeps or dwells,—where his fixed home is. See Instructions 4 and 51, and the "Absentee Family" Card.

42. Residents absent on Census day. In every case where members of a family or a household are temporarily absent from their home or usual place of abode, their names and records should be entered on the schedules, the facts concerning them being obtained from their families, relatives or acquaintances, or other persons able to give the information.

43. Domestic servants and such cases. There is a probability that some persons may be counted in two places, and that others may not be counted at all, under the *de jure* system. A domestic servant, for example, may be reported at the home of her parents as a member of the family *de jure*, and she also may be reported as *de jure* of the family or household where she is employed; or if absent from her home for a comparatively long time, and in her present place of service for only a short time, she may be left out of the enumeration altogether. The same thing may occur in the case of farm labourers and employees in other callings. **The enumerator is instructed to take all such persons where they are found at service,—but not at the family home.**

44. General rule. It is not possible to lay down a rule applicable to every case; but generally a student at college, a sailor or fisherman at sea, a lumberman in

the forest, a commercial traveller on the road, inmates of hospitals and other like persons whose period of absence is more or less known, should be entered with the family, and the enumerator should always before finishing the enumeration of a family specifically ask the question whether there are any such absent members. But a son or daughter permanently located elsewhere should not be included with the family.

45. Doubtful cases. Where there is doubt as to whether the absent member of the family or household is temporarily removed to another part of the Dominion, the enumerator should enter the complete record of such person on the Population Schedule Form 1, and at the same time make a record in column 8 of present P.O. address.

46. Persons not to be enumerated. If the head of the family or household, or whoever gives the information, is in doubt concerning the intention of such persons to return, and if they be absent twelve months or more, they are not to be enumerated on the Population Schedule Form 1, the presumption being that they have settled elsewhere. **As a rule, therefore, the enumerator should not include with the family he is enumerating any of the following classes:—**

- (a) Persons visiting with this family;
- (b) Transient boarders or lodgers at hotels or elsewhere who have some other usual or permanent place of abode;
- (c) Persons who take their meals with this family, but lodge or sleep elsewhere;
- (d) Servants, apprentices or other persons employed in this family and working in the home or on the premises, but not sleeping there;
- (e) Students or children living or boarding with this family in order to attend a college or school, but whose home is elsewhere;
- (f) Any person who was formerly in this family but has since become the inmate of an asylum, alms-house, home for the aged, reformatory or prison, or any other institution of a similar kind; or
- (g) Members of this family who have been away from home for twelve months or more.

47. Servants. Servants, labourers or other employees who live with the family or sleep in the same house or on the premises should be enumerated with the family.

48. Construction camps. Members of railroad or other construction camps or of mining camps, which have a shifting population composed of persons with no fixed place of abode, should be enumerated where found. *There are quite a number of these.*

49. Prison inmates. It is to be specially noted that in the case of prisons, penitentiaries, etc., the prisoners should be there enumerated however short the term of sentence. The name of the home address of such person (if in Canada) must be entered in columns 4 to 8. See Instruction No. 8.

50. Information must be furnished. The heads of families, households and institutions are required to furnish the enumerator with all particulars regarding every person in the family, household or institution as called for in the schedules. But if the head of a family, household or institution cannot give information concerning boarders, lodgers or other inmates (including miners, men employed on construction work, etc.), and if such persons are out of reach when the enumerator calls, he shall leave with the head of the family or household one copy of "Individual Form—Population" for each such person, to be filled up by a date and hour required in a notice given thereon by the enumerator, and the names of all such persons and the information concerning them shall be entered by the enumerator in the Population Schedule Form 1 under the name of the head of the family or household of which such persons are members. **The enumerator will exercise great care to leave as many blank lines under the head of the family in the Population Schedule for the transcribing of this information as he leaves copies of the "Individual" Form to be filled up by absentees of the family or household.**

51. Thorough canvass. The enumerator should visit every occupied building or other place of abode in his district, and make sure before leaving it that he

has taken all persons living therein. He should also make careful inquiry whether any members of the family are temporarily absent, and whether there are any boarders or lodgers or servants or any other persons in the same house who have not been recorded in his book. Nor should an enumerator take it for granted because a dwelling house or apartment is closed on the day of his visit that the place is unoccupied. He should by inquiry find out whether any one is living there. In an apartment house he should consult the janitor to make sure he has omitted no one. Neither should an enumerator take it for granted, because a building appears to be used for business purposes only, that no one lives or sleeps in it, but should satisfy himself by careful inquiries.

*Each list
will be
checked*

52. General method of making the record. Black ink should be used. Care should be taken to write legibly and not to blot the page. The work should be done carefully and the entry should be made in the proper column, so as to avoid erasing and interlining. **DITTO MARKS OR ANY OTHER MARKS TO SHOW REPETITION MUST NOT BE USED EXCEPT AS AUTHORIZED IN THE INSTRUCTIONS FOR ENTERING NAMES.** See Instruction No. 31.

53. Separate census of subdivisions of enumeration districts. Any enumerator's district may comprise two or more parts or subdivisions, such as:—

- (a) Two or more townships or other subdivisions of an electoral district, or parts of such subdivisions;
- (b) The whole or part of an incorporated city, town or village, and territory outside such incorporated place;
- (c) Two or more wards of a city, town, or village, or parts thereof;
- (d) Two or more incorporated towns or villages, or parts thereof.

In all such cases the enumeration of one such subdivision of an enumeration area should be completed before beginning the enumeration of another. **The entries for each subdivision should begin at the top of a new page of the population schedule;** and at the end of

This is very important, ~~as~~ a great number of enumerators failed to do so and cause a lot of extra work.

the entries of the population for that subdivision the enumerator should write, "Here ends the enumeration of _____," giving the name of the township, city, town, village, ward or other subdivision, as the case may be, and leave the remainder of the lines on that page blank. If an enumeration subdistrict contains the whole or part of an incorporated city, town or village, the enumeration of such incorporated place must be completed before beginning the enumeration of the remainder of the district.

54. Unincorporated village. Read carefully Instruction No. 15, *Very important and receive a lot of requests for the population of such places,*

55. The Heading of the Schedule. The enumerator will fill out the spaces at the top of each page of the schedule (before entering any names on that page) with the name of the province, the district name and number, the enumeration subdistrict number, and in the last blank on the right hand side of the sheet he will state whether his enumeration area is part of a city, town, village, township or parish, and write his own name. (See Specimen Schedule.) The commissioner will be particularly careful that every enumerator under his direction thoroughly understands how to fill in the heading of the schedules properly. He is moreover required to have the enumerators fill in the headings of some of their schedules with the proper designations for their enumeration area in his presence. See Instruction No. 28. *Preparation of Schedule for enumerator*

56. Closing a day's work. At the end of each day's work the enumerator will draw a line in the right hand margin of the schedule below the record for the last name entered on that day and give the date thus: June 10.

57. Columns 1 and 2 numbered in order of visitation. In columns 1 and 2 the dwelling house and the family, household, or institution will be numbered in the order of visitation. As in the same house there may be one or more families or households the numbering under the two heads of the schedule will not necessarily correspond.

25-50% of the numbering was wrong, in some cases the dwellings were wrongly numbered, in other the families

58. Dwelling house. Any structure which provides shelter for a human being is a house. It need not be a house in the usual sense of the word, but may be a room in a factory, a store or office building, a railway car, or the like.

59. Apartment house. An apartment house counts only as one house no matter how many entrances it may have or how many families it may contain, and it should be recorded by number only once in column 1; and to provide against errors the enumerator will write opposite the record of the families living in it the words "Apartment House."

60. House in row or terrace. A building with partition walls running through it from cellar to attic and making of each part what is usually known as a "whole house" and having a separate entrance to each part, counts for as many separate dwellings as there are separate front or principal entrances, but a two-apartment house with one apartment over the other and a separate front door for each apartment counts only as one dwelling house.

61. Numbering the dwelling houses. The first dwelling house enumerated should be numbered as "1," the second as "2," (in column 1) and so on until the enumeration of the subdistrict is completed. The number should always be entered opposite the name of the first person enumerated in each dwelling house, and should not be repeated for other persons in the same family, or for other families if it be an apartment house.

62. Family, household or institution. In column 2 the families or households should be numbered in the order in which they are enumerated, entering the number opposite the head of the family. See Instruction No. 57.)

63. Family. In the restricted sense of the term a family consists of parents with sons and daughters in a living and housekeeping community, but for Census purposes it may include other relatives and servants, and every such community which has its housekeeping entirely to itself should be returned as a separate family.

It should be noted, however, that two or more families may occupy the same dwelling house without living together.

64. Household. A household may include all persons in a housekeeping community, whether related by ties of blood or not, but usually with one of their number occupying the position of head. All the occupants and employees of a hotel or lodging house, if that is their usual place of abode, make up for Census purposes a single household. See Instruction No. 41.

65. Institution. An institution household includes such establishments as hospitals, poorhouses, asylums for the insane, prisons, penitentiaries, schools of learning, military barracks, homes for the aged, homes of refuge, etc. The officials, attendants, servants and inmates of an institution who live in the institution building or group of buildings form one family and must be recorded in the order mentioned, and the name of the institution is to be written in columns 4 to 8. But where an officer or other employee does not live in the institution he will be enumerated with his family if he lives with them.

66. Persons living alone. The Census family may consist of a single person. Thus a clerk in a store who regularly sleeps there is to be returned as a family and the store as his dwelling house. See Instruction No. 58.

RESIDENCE AND PERSONAL DESCRIPTION

67. Column 3. Name of each person in family, household or institution. The names of every person whose usual place of abode on June 1, 1926, was with the family or in the dwelling house for which the enumeration is being made are to be entered in the following order, namely: Head first; wife second, then sons and daughters in the order of their ages, and lastly relatives, servants, boarders, lodgers or other persons living in the family or household. The persons in an institution may be described as officer, principal, inmate, patient, prisoner, pupil, etc.

68. How to write names. The last name or surname is to be written first, then the given name in full. Where the surname is the same as that of the person in the preceding line it should not be repeated.

69. Columns 4, 5, 6 and 7. In the case of rural districts, the enumerator will enter the section number in column 4, the township number in column 5, the range number in column 6 and in column 7 the number of the meridian, whether east or west of the principal meridian. In the case of a city, town or village the enumerator will enter the number of the house and the name of the street in these columns.

Column 8. The enumerator will enter in this column the name of the municipality, urban or rural, as the case may be. In some instances in rural parts the entry may have reference to an "Improvement district" or "Unorganized territorial unit."

70. Column 9.—Relationship to head of family or household. The head of the family or household, whether husband or father, widow or unmarried person of either sex, is to be designated by the word "Head," in column 9, and the other members of the family as wife, father, mother, son, daughter, grandson, daughter-in-law, uncle, aunt, nephew, niece, partner, boarder, lodger, servant, etc., according to the relationship which the person bears to the head of the family. Persons in an institution may be designated as officer, inmate, patient, pupil, prisoner, etc., and in the case of the chief officer his title should be used, as Warden, Superintendent, Principal, etc.

71. Column 10.—Sex. The sex will be denoted by "M" for males and "F" for females.

72. Column 11.—Conjugal condition. The description in column 11 will be given by the use of the initial letters, "S" for single person, "M" for married, "W" for widowed (man or woman), "D" for divorced, and "L.S." for legally separated. Persons separated only as to bed and board will be described as married.

73. Column 12.—Age last birthday. Make the entry for age at last birthday in column 12. The age of

a person if over one year will be the age in completed years at the last birthday prior to June 1, 1926, but in the case of a child not one year old on June 1, 1926, the age should be given in completed months expressed as twelfths of a year. Thus, the age of a child one month old should be expressed as $\frac{1}{12}$, two months $\frac{2}{12}$, three months $\frac{3}{12}$, four months $\frac{4}{12}$, etc. If a child is not a month old the age should be expressed in days, as 5 days, 10 days, as the case may be. The age of a child who is just one year old on June 2 or any other near date following June 1, 1926, should be expressed as $1\frac{1}{12}$, because that is its age in completed months on June 1, the day of the Census. **In the case of young children it is very important that the enumerator should obtain this information and carefully record it.**

PLACE OF BIRTH

74. Column 13.—Country or place of birth of person. If the person was born in Canada the name of the Province or Territory in which born should be given in column 13. The names of the provinces and territories will be denoted by abbreviations. See Instruction No. 33.

75. If born out of Canada. If the person was born outside of Canada the enumerator will enter the name of the country (not city, town or state) in which he or she was born. However, if a person says he was born in Austria-Hungary, Germany, Russia, or Turkey, as they were before the war, enter the name of the Province (state or region) in which born, as Alsace-Lorraine, Bohemia, Bavaria, German or Russian Poland, Croatia, Galicia, Finland, Slovakia, Ukraine, etc.; or the name of the city or town in which born, as Berlin, Prague, Vienna, etc. If the person was born in any other foreign country, enter the name of the country only, as Belgium, France, Italy, Norway, Sweden, Denmark, China, Japan, etc., as the case may be.

If born in British Isles. Instead of Great Britain or British Isles, the particular country should be given,

as England, Ireland, Scotland, Wales, Isle of Man, Channel Islands, Hebrides, Orkneys, Shetlands, etc.

76. Language not evidence of birthplace. The language spoken should not be relied upon to determine birthplace. This is especially true of the German language, for the greater part of the Austrians and of the Swiss speak German.

77. If born at sea. If the person was born "at sea" his birthplace should be so recorded.

78. Write birthplace in full. To prevent errors and to facilitate the work of compilation in the Bureau of Statistics, **the name of the place of birth of persons born out of Canada must be written in full.**

79. Column 14.—Place of birth of father. Enter in column 14 the birthplace of the father of the person whose own birthplace was entered in column 13. In designating the birthplace of the father, follow the same instructions as for the person. **In case, however, a person does not know the Province of birth of his father, but knows that he was born in Canada, write "Canada" rather than "unknown."**

80. Column 15.—Place of birth of mother. Enter in column 15 the birthplace of the mother of the person whose own birthplace was entered in column 13. In designating the birthplace of the mother, follow the same instructions as for the person. **In case, however, a person does not know the Province of birth of his mother, but knows that she was born in "Canada" write Canada rather than "unknown."**

RACE AND CITIZENSHIP

81. Column 16.—Racial or tribal origin. The racial or tribal origin is usually traced through the father, as in English, Scotch, Irish, Welsh, French, German, Italian, Danish, Swedish, Norwegian, Bohemian, Ruthenian, Bukovinian, Galician, Bulgarian, Chinese, Japanese, Polish, Jewish, etc. A person whose father is English but whose mother is Scotch, Irish, French or other race will be considered in this connection as

English, and so with any of the others. In the case of Indians the origin is traced through the mother, and names of their tribes should be given, as "Chippewa," "Cree," etc. The children begotten of marriages between white and black or yellow races will be classed as negro or Mongolian (Chinese or Japanese), as the case may be. **The words "Canadian" or "American" must not be used in answering this question,** as they express "Nationality" or "Citizenship."

82. Column 17.—Year of immigration to Canada. This question, in column 17, applies to all persons, irrespective of age or sex, who were born outside of Canada, and also to Canadian-born persons who had formerly become domiciled in a foreign country but have returned to their native soil. For those of foreign birth the year of their first entry into Canada should be given, and for those of Canadian birth the year of their returning home to remain permanently should be given. (See "Specimen Schedule.")

83. Column 18.—Year of naturalization. This question, in column 18, applies only to persons who were born in some other country than the United Kingdom or any of its dependencies and is to be answered, for all foreign-born persons, by writing the year in which the person attained full citizenship either through his or her own act or through the act of parents. It does not apply to persons born in any part of the British Empire and who have not, by legal process, become naturalized citizens of a foreign country. If a person has applied for papers but has not yet reached the full status of citizenship, the fact should be indicated by writing the letters "pa" for papers. (See "Specimen Schedule.")

In the case of persons "naturalized" through the act of a parent enter the date of the parent's naturalization.

84. Column 19.—Citizenship. It is proper to use "Canadian" as descriptive of every person who has acquired rights of citizenship by birth, naturalization or otherwise. A person who was born in the United States, or France, or Germany or other foreign

~~born in Stockholm, Sweden, married in Germany,~~
2 children born in U.S.A., one born in Canada
~~If Father alien - If Father naturalized~~
country, but whose home is in Canada and who is a naturalized citizen, should be entered as "Canadian"; so also should a person born in the United Kingdom or any of its colonies whose residence in Canada is not merely temporary. An alien person will be classed by citizenship or nationality according to the country of birth, or the country to which he or she professes to owe allegiance.

A married woman is to be reported as of the same citizenship as her husband.

A foreign-born child under 21 years of age is to be reported as of the same citizenship as the parents.

LANGUAGE

85. Column 20.—Can speak English. Write "Yes" for every person who can speak English.

86. Column 21.—Can speak French. Write "Yes" for every person who can speak French.

If a person can speak both English and French, write "Yes" in both columns 20 and 21.

87. Column 22.—Mother Tongue. In column 22 will be entered the language spoken by every person whose name is recorded in column number 3. By *Mother tongue* is meant the language commonly employed by the person in the home. **Write out the language in full. Do not abbreviate.**

The name of the *Mother tongue* must be given, even when it is the same as the language of the country in which the person is born; thus if a person reports that he was born in Germany and his "Mother tongue" is German, write "German." This is necessary to distinguish persons from others born in the same country but having a different mother tongue.

Principal foreign languages. In addition to English and French, the following languages include those most likely to be spoken in Canada as "Mother tongue," and the enumerator should avoid giving other names

when one given in this list can be applied to the language spoken:

Armenian.	Greek.	Portuguese.
Bohemian (Czech).	Gypsy.	Rumanian.
Bulgarian.	Hebrew.	Russian.
Chinese.	Hindu.	Ruthenian.
Croatian.	Icelandic.	Serbian.
Dalmatian.	Italian.	Slovak.
Danish.	Japanese.	Slovene.
Dutch.	Korean.	Spanish.
Estonian.	Lettish.	Swedish.
Finnish.	Lithuanian.	Syrian.
Flemish.	Magyar (Hungarian).	Turkish.
Frisian.	Montenegrin.	Ukrainian.
Friulan.	Moravian (Czech).	Wendish.
Gaelic.	Norwegian.	Yiddish.
German.	Polish.	

EDUCATION

88. Column 23.—Can read. If the person can read any language the question will be answered in column 23 by writing "Yes," and by "No" if unable to read.

89. Column 24.—Can write. If the person can write in any language the question will be answered in column 24 by "Yes," and by "No" if unable to write.

90. Column 25.—Months at school since September 1, 1925. This question refers to persons of school age—which generally may be taken as those between the ages of five to twenty, inclusive. If the person has attended a school or other institution of learning for any period from September 1, 1925, to June 1, 1926, the time will be indicated by writing the number of months which the person spent at school or other institution of learning in column 25; but if the person has not attended school for any part of this period, the fact will be indicated in this column by writing "no".

INDIVIDUAL FORM—POPULATION

91. Number 50 of these Instructions requires the heads of families, households or institutions to furnish the enumerator with all particulars regarding every person in the family, household or institution, as called for in the schedule. It may happen, however, in the

case of boarders, lodgers and others that the head of the family, household or institution is unable owing to their temporary absence to give the details of information regarding such persons at the time when the enumerator calls, and to provide for such cases the Individual Form has been prepared. It is similar in every particular to schedule No. 1, and one copy of it will be left by the enumerator with the head of the family, household or institution for each such person, to be filled up by a date and hour marked thereon by the enumerator, and to be collected by him and entered in its proper place in schedule No. 1. *Read carefully Instruction No. 50.*

92. Section 37 of the Statistics Act provides that every person who wilfully, or without lawful excuse, refuses or neglects to fill up, to the best of his knowledge and belief any schedule which he has been required to fill up by any enumerator or other person employed in the execution of this Act, or refuses or neglects to sign and deliver up or otherwise return the same when and as required, or makes, signs, delivers or returns, or causes to be made, signed, delivered or returned, any wilfully false answer or statement as to any matter specified in such schedule, shall incur a penalty not exceeding one hundred dollars and not less than twenty dollars or imprisonment for a period not exceeding three months and not less than thirty days, or both fine and imprisonment.

INSTRUCTIONS FOR RECORDING CLOSED HOUSES IN CITIES AND TOWNS

93. The purpose of "The Closed-house Card" is to enable enumerators in cities and towns to account for every closed house or apartment, the **usual occupants of which are in temporary residence elsewhere**. No record is to be made of vacant houses.

When an enumerator finds a house closed he will make diligent inquiry to satisfy himself that the usual occupants are not merely away for the day. He must first seek to find them and enumerate them. If, however, he is unable to procure the requisite information concerning the usual occupants of any dwelling house

inquiries of the neighbours. My own case as an example, ~~Explain how work of~~ matching cards is carried on in office & people sent to or apartment from any member of the family, or from neighbours or others who may have knowledge of them, he will make entry on the Closed-house Card of (1) the name of city or town of the family's fixed or permanent home; (2) the name and number of street where the home is situated; (3) the name of his Census district; (4) the name of the head of family; (5) the number of persons in family; (6) where the family now resides; and (7) the enumerator's name.

"The Closed-house Cards" when filled must be mailed by the enumerator at the close of each day to the Dominion Bureau of Statistics at Ottawa. They are postage free; and for every properly filled in card he will be paid five cents.

EVERY OCCUPIED HOUSE MUST BE ACCOUNTED FOR EITHER ON SCHEDULE No. 1 OR ON THIS SPECIAL CARD.

INSTRUCTIONS FOR RECORDING PERSONS AT SUMMER RESORTS OR AT TEMPORARY HOMES WHOSE FIXED HOMES ARE ELSEWHERE

94. The purpose of "**The Absentee-family Card**" is to enable the enumerators in localities having summer resorts or places where city or town people reside for the summer months to take such a record of the fixed or permanent home of summer residents as will enable the Dominion Bureau of Statistics at Ottawa to credit such person to their home *de jure*.

Enumerators are instructed to take on the regular schedules the Census of summer residents where found, whether at hotels, farmhouses, in cottages, tents, etc., although their fixed or permanent home may be elsewhere—having first satisfied themselves by inquiry of the head or other responsible member of such family in temporary residence that they have not, nor are likely to be, enumerated at their fixed or permanent home; and to mark with a star or asterisk (*thus **) on the left hand margin of the sheet the name of every person so entered.

But in order that the Census record of such persons may be credited to the particular locality which they

claim as their permanent home, the enumerator will make in addition a record on the Absentee Card of (1) the name of the head of the family, (2) the number of persons in the family, (3) the name of the city or town and street of the fixed home, (4) the province and district of the fixed home, (5) the page and number of dwelling house of the family as entered on schedule No. 1, (6) the enumerator's name, and (7) the name of his Census district; and **regularly each day he will return these cards to the Dominion Bureau of Statistics, Ottawa. They are postage free.**

The information upon this Absentee Card will enable the Bureau of Statistics to transfer the records to their proper place in the subdistrict where the family's fixed home is, to be counted therein where they of right belong under the *de jure* system.

The enumerator will charge for the census of families or persons taken according to the foregoing instruction at the same rates as for families or persons living in their fixed homes, making the statement of account without any distinction or separation of records for fixed or temporary homes; and **for every Absentee Card mailed to the Bureau of Statistics he will be entitled to an extra rate of five cents per family.**

CENSUS OF AGRICULTURE

95. Objects of the Census of Agriculture. The Census of Agriculture was authorized for the purpose of obtaining (1) accurate statistics relative to farm land, live stock and other farm property on June 1, 1926; and (2) the statistics for the year 1925 concerning crops, live stock products, farm expenses, etc. An inventory of live stock, animal products, etc., not on farms, will be reported on Form No. 3—Animals and Animal Products, Not on Farms.

96. Census Schedules are confidential. The information reported on the Census Schedules will be treated as **strictly confidential** under all circumstances. In particular this information will not be used as a basis for taxation nor will it be communicated to any Tax Assessor. The enumerator is especially cautioned

against showing any schedule which has been filled in, to any other person. He should make these points clear, especially in dealing with persons who seem to be unwilling to give the information requested. To ensure safety and secrecy of returns, each schedule, as soon as it is filled in, should be placed in the receptacle provided by the Office for that purpose. Two schedules are to be used by the enumerator in the taking of the Census of Agriculture; (1) the general farm schedule (Form No. 2) and (2) the schedule relating to "Animals, and Animal Products Not on Farms" (Form No. 3).

97. The "General farm schedule" (Form No. 2) will be used in the enumeration of all farms of one acre and over. See Instructions Nos. 99 to 136.

98. Form No. 3 will be used for reporting animals and animal products in cities, towns and villages or elsewhere in places not covered by the general farm schedule Form No. 2. See Instructions Nos. 137 to 141.

GENERAL FARM SCHEDULE FORM 2

99. Instructions and explanations are given for the most part on the form itself in conjunction with each question. In addition, however, the enumerator should study carefully both the Schedule and the Instructions herewith given, before attempting to fill out the first farm schedule.

100. Location of farm. The enumerator will fill in carefully in the space at the top left-hand corner of page 1 of the schedule, the Province, Electoral District, and Municipality. The locations of the farm will be given by Sections or Quarter Sections, Township, Range and Meridian, as well as the enumeration Sub-district.

101. Enumerator's record. The enumerator will fill out carefully the blank spaces for the enumerator's record on each schedule. The farms must be numbered in the order they are visited beginning with No. 1 and continuing in order throughout the enumeration sub-district. These figures are necessary for identification purposes and must never be omitted. The date on

which the farm was enumerated and the enumerator's signature **must appear on** every schedule.

102. Source of information. The enumerator should obtain information with regard to a farm from the "farm operator" in every case where this is possible. If it is necessary to obtain the information from another member of his family or from some other person, precaution should be taken that the person furnishing the information is reliable and competent to give the same.

103. All questions must be answered in order. Give the information asked for on the schedule in the order of the inquiries for every crop produced and every kind of animal on the farm. Inability to obtain exact data does not justify failure to answer a question. The most accurate returns that the circumstances permit must be obtained. If farm records or accounts are kept, take figures from these. If such records are not available, careful estimates should in all cases be obtained or made. Where there are no crops or animals corresponding to names listed in schedule, leave the spaces opposite such names blank. Make no entries in spaces marked thus: "X X X."

104. Definition of "farm." For definition of "farm," note carefully Instructions 5 and 6. on the schedule.

105. Vacant or abandoned farms. The enumerator must make a report of every "vacant or abandoned farm" in his enumeration subdistrict as required by Instruction No. 7 on the "**Agriculture Schedule, Form No. 2.**" For every such record made in accordance with the instruction previously noted the enumerator will be paid the schedule rates.

106. Farm operator. All answers on this schedule should relate to the farm occupied June 1, 1926, by the person named in answer to Inquiry 1, who is here called "farm operator." The term "farm operator" is employed by the Dominion Bureau of Statistics to designate a person who directly works a farm, as owner, hired manager, tenant, or cropper, conducting agricultural operations either by his own labour alone or with the assistance of members of his household or hired

employees. Note especially that farms should be returned in the name of such "farm operator"—that is, the person actually conducting the agricultural operations. All answers regarding crops or other products of the farm in 1925, or regarding animals slaughtered in 1925, must relate to the land occupied by the farm operator on June 1, 1926, whether such land was farmed by him during 1925 or not, and should not relate to any other land which the farm operator may have farmed in 1925. **The enumerator will be careful to obtain answers to all the inquiries under this heading, as they furnish important economic data.**

FARM TENURE, JUNE 1, 1926

107. Farm tenure. Farm land operated by a person who owns it, by a man whose wife owns it, by the heir or heirs thereto, by the trustee or guardian for such heirs, by a settler on Government land who has not "proved up," by a person who has bought land on a contract for a deed, or by a person who purchased a farm sold for debt and holds it subject to redemption by the original owner, should be reported as land owned in answering Inquiry 7. Inquiries 8, 9, 10 and 11 need no explanation.

108. Inquiry 12.—Rent paid per year. If the answer to Inquiry 8 or 9 is "Yes," the rent paid per year will be entered opposite this inquiry in dollars (\$); if the rent is paid in kind, give cash value as instructed in the schedule.

109. Inquiry 13.—Do you operate this farm on shares? If the answer to this inquiry is "Yes," the share paid will be entered as follows: $\frac{1}{3}$, $\frac{1}{4}$, $\frac{1}{2}$, as the case may be.

It is very important that the question relating to "rent paid" should be answered carefully and accurately. In particular it is important to know whether the tenant pays *cash* rent, a *share* of the crops, or a *stated amount* of farm products.

110. Inquiry 14. If the answer to this inquiry is "Yes," the name and address, and other personal information under inquiries 1 to 5 will refer to the manager who for census purposes will be known as the "Farm Operator."

FARM ACREAGE, JUNE 1, 1926

111. Inquiries 15, 16, and 17. The instructions given in the notes under these inquiries on the schedule are sufficiently specific to enable correct answers being given.

112. Inquiry 18.—“Unbroken prairie or natural pasture.” The term “*unbroken prairie*” refers to that portion of this farm which has not yet been brought under the plough, while “*natural pasture*” refers to land which is unsuited for producing crops, but upon which cattle graze.

113. Inquiry 19.—Wet marsh or waste land. Opposite this inquiry enter the number of acres of all wild, waste and marsh land. This entry shall include all land, not woodland, that is incapable of being tilled by reason of its surface conditions, such as hills, streams, ponds, swamps, rocks, etc.

114. Inquiries 20 and 21.—Acres in pasture, 1925 and 1926. Enter opposite Inquiry 20 the number of acres of *improved land* which was in pasture in the year 1925, and opposite Inquiry 21 the number of acres of such land which will be under pasture in the season 1926.

115. Inquiries 22 and 23.—Land in fallow. The following description will guide the enumerator in obtaining replies to these inquiries: Fallowed land may be described generally as land which was ploughed and harrowed or otherwise tilled in the spring or early summer and left unseeded to become mellow or to rest. “*New breaking*” should not be included in the replies to either inquiries 22 or 23. Note carefully explanation under Inquiry 23 on schedule.

FARM FACILITIES

116. Inquiries 24-31.—It is important that the census should record the number of tractors, automobiles and motors possessed by the farmers of the Western provinces by number and the other items under this heading as directed on the schedule. In the case of inquiry 29, only when the water is available in the

house through a tap or faucet is the answer to be "yes". Water pumped into a kitchen tank is not to be regarded as "water piped into the house". Particular attention is directed to inquiry number 30. In reporting silos the enumerator will inquire whether the silo is above ground or underground and make the proper entry following the word "kind". (*See specimen schedule.*) The capacity of the silo should be stated in "tons".

FARM EXPENSES ON THIS FARM, 1925

117. Inquiries 32 to 37 need no further explanation, as each question fully explains itself. An answer for every inquiry must be obtained and recorded.

FARM VALUES, JUNE 1, 1926

118. Inquiry 38.—Total value of farm and buildings. The inquiries under this heading are in most cases sufficiently explained in the schedule. As stated in the Note under the inquiry, the amount for which the farm, including buildings, would sell under normal conditions should be accepted as its value. The enumerator should make it absolutely clear to the "farm operator" that the values as given on the schedule are not to be used for purposes of taxation and are not open at any time for public inspection, nor will they be communicated to any municipal official who has to do with the levying of taxes. The answer to this inquiry must include the value of buildings reported under No. 39.

119. Inquiry 39.—Value of buildings. Under this inquiry give the total value of all buildings including residences, barns, stables, sheds, etc. A fair estimate of the present value of the buildings is required—not a replacement value. In the case of institutions only buildings used for farm purposes should be included.

120. Inquiry 40.—Value of all implements and machinery. This inquiry is fully explained on the schedule.

CROPS

121. All crops should be reported on the schedule of the farmer who is operating the land on June 1, 1926.

no matter whether they were raised by this farmer or by another. The enumerator should study carefully the list of "Crops" printed on the schedule in order that he may be sufficiently familiar with them to avoid omitting or duplicating them in writing. If crops other than those listed were raised on the farm, the enumerator should write in the name of such crops, crossing out the names not used, if necessary, and report as usual.

122. Crops harvested in 1925. Give acreage and quantity of each crop harvested in 1925 on any land reported under Inquiry 15, whether the present "farm operator" operated such land in 1925 or not. Do not report any crop not on land covered by Inquiry 15.

123. Crop Failure. The attention of the commissioner and enumerator is specially directed to the necessity of obtaining correctly for each kind of crop the number of acres, planted in 1925, which did not produce a crop. In making these entries in column 3, page 2, the instructions at the head of the column should be consulted and carefully followed.

124. Acres planted for harvest of 1926. As the planting for this year's harvest will be completed in the month of June and the records fresh in the memory of the "farm operator," the enumerator should inquire diligently the number of acres sown to each kind of crop by the farmer, and if seeding be not yet completed, the number of acres or fraction of an acre which will be devoted to any particular crop for the harvest year 1926, and enter the number of acres opposite each kind in column 4, page 2, of the schedule.

125. Inquiries 42 and 43. Grains and Grass Seeds. Only grains and seeds which are ripened on the stalk or vine should be reported under these inquiries. This distinction is important and the enumerator must not report under these inquiries grain or grass seeds which were cut green for feed in 1925, or the acreage planted for a similar purpose in 1926. Grains and grasses grown for forage must be reported under Inquiry 44.

126. Inquiry 45.—Potatoes and Roots. Under this Inquiry give the acreage and production of all field roots, **but do not include any that should be reported under Inquiry 47.** If the farm "unit of measure" is pounds or barrels, reduce to bushels.

127. Inquiry 46.—Other Field Crops. Under this inquiry give the number of acres planted and the production of crops not included under other sections, stating the kind of crop.

128. Inquiry 47.—Farm and Market Garden. Under this inquiry give the total value of all vegetables grown in 1925 **for home use or for sale.** This amount should include the value of all vegetables canned, pickled or dried for home use.

**DOMESTIC ANIMALS, POULTRY AND BEES ON
THIS FARM JUNE 1, 1926, AND ANIMAL
PRODUCTS, 1925**

129. Inquiries, 48, 49, 50, 53, 55 and 56.—
Domestic Animals and Poultry on this Farm June 1, 1926. Report all domestic animals "on the farm" on June 1, 1926, under these inquiries whether they belong to the farm operator or not. The phrase "*on this farm*," means regularly kept on the farm. Horses or other animals belonging to the hired man or others which are boarded or cared for "on this farm" should be included.

(1) If a farmer hires his neighbour's team for a short time, this team is not to be recorded as "on this farm" for census purposes and should not be included in the farm schedule even though the animals may be at work on the farm June 1, 1926, or at the date the enumerator calls.

(2) Breeding animals owned jointly by two or more farmers and kept in turn on the various farms, should be reported on the farm where they happen to be on June 1, 1926.

130. Inquiry 50.—Cattle, June 1, 1926. Under section 3 of this inquiry *only* cows in milk or in calf on June 1, 1926, will be reported; while under section

4 all cows and heifers 2 years old and over, not in milk or in calf will be reported. Section 4 should also include all cows and heifers which are being prepared for slaughter.

131. Inquiries 53, 55 and 56. regarding sheep and lambs, swine and poultry require no explanation other than that given on the schedule.

132. Inquiry 51.—Milk produced in 1925. The enumerator must not use an "average" production in making estimates of milk produced, but must obtain from the "farm operator" either figures based on records or the *closest possible estimate of the actual production*; to aid the farm operator and the enumerator in arriving at a reasonable estimate of the actual production, the number of cows milked in 1925 will be entered under section 1 of this inquiry. If the quantity of milk produced is reported in gallons, it should be reduced to pounds according to the instructions on the Schedule.

133. Inquiry 52.—Disposition of milk in 1925.

Section 1. Milk sold or sent to factory, 1925—only such milk as is sold *whole or unskimmed* should be reported.

Section 2. Cream sold or sent to creamery on the basis of butterfat content is to be reported under section 2. That is to say, if the farmer receives payment on the basis of a given number of *pounds of butterfat* it will be correct to report the product under this section.

Section 3. Under section 3 only cream sold by measure, quart or gallon, or on some basis other than butterfat content should be reported.

Sections 4 and 6.—Butter and cheese made on this farm in 1925. Under this section will be reported only the butter and cheese which were *actually* produced on the farm. It does not refer to the case where a butter or cheese plant is operated on the farm and where labour is employed exclusively for the operation of the plant.

Section 5. The quantity of butter reported under item No. 5 is also included with the total reported under item No. 4.

134. Inquiry 54.—When sheep and lambs are reported under inquiry 53 there should be, in all probability, an entry under inquiry 54, but if there be no wool clip to report the reason for the omission should be stated.

135. Inquiry 57.—**Eggs and chickens produced on this farm in 1925.** Under section 3 report the total number of chickens which were raised on the farm in 1925, *but chickens hatched and sold as "baby chicks" should not be included.* Otherwise follow instructions on the schedule.

136. Inquiry 60.—**Animals slaughtered on this farm in 1925 for home use or for sale.** This inquiry is designed, primarily, to obtain the facts with regard to animals slaughtered for home use, but it should also include the number of all such animals killed on the farm for food, whether the product was kept at home or sold. Whereas under Inquiry 61 will be recorded the number of animals which were raised on this farm and sold alive in 1925.

ANIMALS AND ANIMAL PRODUCTS, ETC., NOT ON FARMS

SCHEDULE No. 3

137. This schedule shall contain the information relative to domestic animals on hand June 1, 1926, and animal products of the year 1925. The enumerator will inquire of every family or household, particularly in cities, towns, and villages, whose census he records on the Population Schedule, whether they are in possession of any of the items of inquiry listed on the schedule, and if so he will obtain and enter the information under the proper headings on the schedule.

138. Reference. In columns 1 and 2 will be entered the numbers of the page and line respectively on which

Manitoba	page	15
Saskatchewan	"	17
Alberta	"	39

the person or individual furnishing the information is recorded on the Population Schedule; in column 3 will be entered the name of the occupier or owner or other person in charge.

139. Domestic animals in 1926. The entries in columns 4 to 20 will be the number of animals, including pure-bred animals, as indicated by the headings, which are on hand June 1, 1926.

140. Animal products, 1925. Columns 21 to 26 shall contain a record of all animal products for the calendar year 1925 as indicated by the headings of the columns. The total quantity of milk produced (**not bought or used**) will be entered in column 22. *An imperial gallon of milk weighs approximately 10 pounds.* The quantities of butter, eggs, and honey must not include purchases.

141. Pure-bred animals. The entries in columns 27 to 34 inclusive will give the number and the name of the breed of pure-bred animals which are registered or eligible for registration on June 1, 1926. The numbers of pure-bred animals must be included in the totals entered in columns 4 to 19.

In cities we did not put any Schedule 2.
In rural parts No, absentee family cards,
closed house cards, nor individual
population.

Verify the hot schedules.

Verify schedules 3, we only included
one.

Individual pop. forms were placed
in rural books for Alberta &
Saskatchewan. Commissioners are
to take care of it.

APPENDIX

EXTRACTS FROM THE STATISTICS ACT,
8-9 GEORGE V, CHAPTER 43, STATISTICS
ACT, 1918

4. (1) The Governor in Council may appoint an officer to be called the Dominion Statistician, who shall hold office during pleasure, whose duties shall be, under the direction of the Minister, to prepare all schedules, forms, and instructions, and generally to supervise and control the Bureau, and to report annually to the Minister with regard to the work of the Bureau during the preceding year.

Officials.

(2) Such other officers, clerks and employees may be appointed as are necessary for the proper conduct of the business of the Bureau, all of whom shall hold office during pleasure.

Commissi-
oners,
enumerators,
and agents.

5. The Minister may employ from time to time, subject to the provisions of the *Civil Service Act*, such commissioners, enumerators, agents or persons as are necessary to collect statistics and information for the Bureau relating to such industries and affairs of the country as he deems useful and in the public interest, and the duties of such agents or persons, shall be such as the Minister determines.

Oath of
office.

6. (1) Every officer, census commissioner, enumerator, agent and other person employed in the execution of any duty under this Act or under any regulation made hereunder, before entering on his duties, shall take and subscribe the following oath:—

I, solemnly swear that I will faithfully and honestly fulfil my duties as in conformity with the requirements of the Act and of all proclamations, orders in council and instructions issued in pursuance thereof, and that I will not, without due authority in that behalf, disclose or make known any matter or thing which comes to my knowledge by reason of my employment as such.

.....

Attestation.

(2) The oath shall be taken before such person, and returned and recorded in such manner, as the Minister prescribes.

Rules,
regulations
and forms.

7. The Minister shall make and prescribe such rules, regulations, instructions, schedules and forms as he deems requisite for conducting the work and

business of the Bureau, the collecting of statistics and other information and taking of any census authorized by this Act; he shall prescribe what schedules, returns and information are to be verified by oath, the form of oath to be taken, and shall specify the officers and persons by and before whom the said oaths are to be taken.

10. Every person who has the custody or charge of any provincial, municipal or other public records or documents, or of any records or documents of any corporation, from which information sought in respect of the objects of this Act can be obtained, or which would aid in the completion or correction thereof, shall grant to any census officer, commissioner, enumerator, agent or other person deputed for that purpose by the Dominion Statistician, access thereto for the obtaining of such information therefrom.

11. The Minister may, by special letter of instruction, direct any officer, census commissioner or other person employed in the execution of this Act, to make inquiry under oath as to any matter connected with the taking of the census or the collection of statistics or other information, or the ascertaining or correction of any supposed defect or inaccuracy therein; and such officer, census commissioner or other person shall then have the same power as is vested in any court of justice, of summoning any person, of enforcing his attendance and of requiring and compelling him to give evidence on oath, whether orally or in writing and to produce such documents and things as such officer, census commissioner or other person deems requisite to the full investigation of such matter or matters.

12. (a) Any letter purporting to be signed by the Minister or the Dominion Statistician, or by any other person thereunto authorized by the Governor in Council, and notifying any appointment or removal of or setting forth any instructions to any person employed in the execution of this Act; and,

(b) Any letter signed by any officer, census commissioner, or other person thereunto duly authorized, notifying any appointment or removal of or setting forth any instructions to any person employed under the superintendence of the signer thereof;

shall be, respectively, *prima facie* evidence of such appointment, removal or instructions, and that such letter was signed and addressed as it purports to be.

Presumption.

13. Any document or paper, written or printed, purporting to be a form authorized for use in the taking of census, or the collection of statistics or other information, or so set forth any instructions relative thereto, which is produced by any person employed in the execution of this Act, as being such form or as setting forth such instructions, shall be presumed to have been supplied by the proper authority to the person so producing it, and shall be *prima facie* evidence of all instructions therein set forth.

Remuneration.

14. (1) The Minister shall, subject to the approval of the Governor in Council, cause to be prepared one or more tables setting forth the rates of remuneration or allowances for the several census commissioners, enumerators, agents and other persons employed in the execution of this Act, which may be a fixed sum, a rate per diem, or a scale of fees, together with allowances for expenses.

Voted by Parliament.

(2) Such remuneration or allowances and all expenses incurred in carrying this Act into effect shall be paid out of such moneys as are provided by Parliament for that purpose.

Condition of payment.

(3) No remuneration or allowance shall be paid to any person for any service performed in connection with this Act until the services required of such persons have been faithfully and entirely performed.

SECRETY

No individual return to be published or divulged.

15. (1) No individual return, and no part of an individual return, made, and no answer to any question put, for the purposes of this Act, shall, without the previous consent in writing of the person or of owner for the time being of the undertaking in relation to which the return or answer was made or given, be published, nor, except for the purposes of a prosecution under this Act, shall any person not engaged in connection with the Census be permitted to see any such individual return or any such part of any individual return.

No report to reveal individual particulars.

(2) No report, summary of statistics or other publication under this Act shall contain any of the particulars comprised in any individual return so arranged as to enable any person to identify any particulars so published as being particulars relating to any individual person or business.

Census of population and agriculture every tenth year.

16. The Census of population and agriculture of Canada shall be taken by the Bureau, under the direction of the Minister, on a date in the month of June in the year one thousand nine hundred and twenty-one, to be fixed by the Governor in Council, and every tenth year thereafter.

17. A census of population and agriculture of the Provinces of Manitoba, Saskatchewan and Alberta shall be taken by the Bureau, under the direction of the Minister, on a date in the month of June in the year one thousand nine hundred and twenty-six, to be fixed by the Governor in Council, and every tenth year thereafter.

Manitoba,
Saskatchewan
and Alberta.

18. The Governor in Council shall divide the country in respect of which the census is to be taken into census districts, and each census district into sub-districts to correspond respectively, as nearly as may be, with the electoral divisions and subdivisions for the time being, and, in territories not so defined or so situated as to admit of adhering to boundaries already established, into special divisions, and subdivisions, for the purpose of the census.

19. Each census of population and agriculture shall be so taken as to ascertain with the utmost possible accuracy for the various territorial divisions of Canada, or of the Provinces of Manitoba, Saskatchewan and Alberta as the case may be,—

Details.

- (a) their population and the classification thereof, as regards name, age, sex, conjugal condition, relation to head of household, nationality, race, education, wage-earnings, religion, profession or occupation and otherwise;
- (b) the number of houses for habitation, whether occupied or vacant, under construction or otherwise, the materials thereof and the number of rooms inhabited;
- (c) the area of occupied land and its value, and its condition thereof as improved for cultivation, in fallow, in forest, unbroken prairie, marsh or waste land, and otherwise; the tenure and acreage of farms and the value of farm buildings and implements;
- (d) the products of farms, with the values of such products, and the number and value of domestic animals within the preceding census or calendar year;
- (e) the municipal, educational, charitable, penal and other institutions thereof; and,
- (f) such other matters as may be prescribed by the Governor in Council.

OFFENCES AND PENALTIES

36. Every person employed in the execution of any duty under this Act or any regulation who,—

Desertion
or false
declaration.

- (a) after having taken the prescribed oath, shall desert from his duty, or wilfully makes any false declaration, statement or return touching any such matter; or

Unlawful information.

(b) in the pretended performance of his duties thereunder, obtains or seeks to obtain information which he is not duly authorized to obtain; or

Improperly divulging information.

(c) shall not keep inviolate the secrecy of the information gathered or entered on the schedules and forms, and who shall, except as allowed by this Act and the regulations, divulge the contents of any schedule or form filled up in pursuance of this Act or any regulation, or any information furnished in pursuance of this Act or any regulation;

Penalty.

shall be guilty of an offence and shall be liable, on summary conviction, to a penalty not exceeding three hundred dollars and not less than fifty dollars, or to imprisonment for a period not exceeding six months and not less than one month, or to both fine and imprisonment.

Refusal to answer or false answer.

37. Every person who, without lawful excuse,—

(a) refuses or neglects to answer, or wilfully answers falsely, any question requisite for obtaining any information sought in respect of the objects of this Act or any regulation, or pertinent thereto, which has been asked of him by any person employed in the execution of any duty under this Act or any regulation; or

(b) refuses or neglects to furnish any information or to fill up to the best of his knowledge and belief any schedule or form which he has been required to fill up; and to return the same when and as required of him under this Act or any regulation, or wilfully gives false information or practises any other deception thereunder;

Refusal or neglect, false information or deception.

shall, for every such refusal or neglect, or false answer or deception, be guilty of an offence and liable, upon summary conviction, to a penalty not exceeding one hundred dollars and not less than twenty dollars, or to imprisonment for a period not exceeding three months and not less than thirty days, or to both fine and imprisonment.

Penalty.

Wilful refusal or neglect to grant access to records. Penalty.

38. Every person who has the custody or charge of any provincial, municipal or other public records or documents, or of any records or documents of any corporation, from which information sought in respect of the objects of this Act or any regulation can be obtained, or which would aid in the completion or correction thereof, who wilfully or without lawful excuse refuses or neglects to grant access thereto to any census officer, commissioner, enum-

erator, agent or other person deputed for that purpose by the Dominion Statistician, and every person who wilfully hinders or seeks to prevent or obstruct such access, or otherwise in any way wilfully obstructs or seeks to obstruct any person employed in the execution of any duty under this Act or any regulation, is guilty of an offence and shall be liable, upon summary conviction, to a penalty not exceeding three hundred dollars and not less than fifty dollars, or to imprisonment for a period not exceeding six months and not less than one month, or to both fine and imprisonment

39. The leaving by an enumerator, agent or other person employed in the execution of this Act or any regulation, at any house or part of a house, of any notice at schedule or form purporting to be issued under this Act or any regulation, and having thereon a notice requiring that it be filled up and signed within a stated time by the occupant of such house or part of a house, or in his absence by some other member of the family, shall, as against the occupant, be a sufficient requirement so to fill up and sign the schedule, though the occupant is not named in the notice, or personally served therewith.

40. The leaving by an enumerator or agent or other person employed in the execution of this Act notice at at the office or other place of business of any person office. or firm or of any body corporate or politic, or the delivery by registered letter to any person, firm or body corporate or politic or his or its agent, or any such schedule or form having thereon a notice requiring that it be filled up and signed within a stated delay, shall, as against the person or the firm and the members thereof and each of them or the body corporate or politic, be a sufficient requirement to fill up and sign the schedule or form, and if so required in the notice, to mail the schedule or form within a stated time to the Bureau.

41. Any fine imposed and recovered for any offence under this Act shall belong to His Majesty of fines for the public uses of Canada, but the Minister may authorize the payment of one-half of any such fine to the prosecutor.

